



**U.S. General Services Administration**

**General Services Administration**

Federal Supply Service  
Authorized Federal Supply Schedule Price List

**Multiple Award Schedule (MAS)**

Federal Supply Schedule (FSS)

**Contract Number: GS-03F-022DA**

**Contract Period: December 1, 2015 through November 30, 2020**



**DOMA Technologies, LLC**

2875 Sabre Street, #500  
Virginia Beach, Virginia 23452  
Telephone: (757) 306-4920  
Fax: (757) 306-4922  
<http://www.domaonline.com>

**Contractor's Administration Source: Wayne.DeAtley@domaonline.com**

Modification # PS-0027 , dated 6/10/2020

Business Size: **Small Disadvantaged**

DUNS: **113657253**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
<http://www.fss.gsa.gov>.

## **GSA AWARDED TERMS AND CONDITIONS DOMA TECHNOLOGIES, LLC**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBER (SIN):**

SIN 493110RM: Physical Records Management Services  
SIN 518210DC: Document Conversion Services  
SIN 518210ERM: Electronic Records Management Solutions  
OLM: Order Level Materials

**1b. IDENTIFICATION OF THE LOWEST PRICED MODEL NUMBER AND LOWEST UNIT PRICE FOR THAT MODEL FOR EACH SPECIAL ITEM NUMBER AWARDED IN THE CONTRACT:**

Please see the pricelist below for details.

**1c. IF THE CONTRACTOR IS PROPOSING HOURLY RATES, A DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION FOR THOSE TYPES OF EMPLOYEES OR SUBCONTRACTORS WHO WILL PERFORM SERVICES SHALL BE PROVIDED. IF HOURLY RATES ARE NOT APPLICABLE, INDICATE NOT APPLICABLE FOR THIS ITEM:**

Please see the labor category descriptions below for details.

**2. MAXIMUM ORDER\*: \$1,000,000**

\*If the "best value" selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

**3. MINIMUM ORDER: \$100.00**

**4. GEOGRAPHIC COVERAGE: Domestic**

**5. POINT(S) OF PRODUCTION: 2875 Sabre Street, #500. Virginia Beach, VA23452**

**6. DISCOUNT FROM LIST PRICES: Net GSA pricing is listed in the attached pricing table**

**7. QUANTITY DISCOUNT(S): None**

**8. PROMPT PAYMENT TERMS: None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions**

**9a. Government purchase cards *are accepted* at or below the micro-purchase threshold**

**9b. Government purchase cards *are not accepted* above the micro-purchase threshold**

**10. FOREIGN ITEMS: None**

**11a. TIME OF DELIVERY: Not Applicable**

**11b. EXPEDITED DELIVERY: Not Applicable**

**11c. OVERNIGHT AND 2-DAY DELIVERY: Not Applicable**

- 11d. **URGENT REQUIREMENTS:** Not Applicable
12. **FOB POINT:** Destination; 48 contiguous states and Washington, DC, as well as Alaska, Hawaii, and Puerto Rico
- 13a. **ORDERING ADDRESS:**
- DOMA Technologies, LLC  
2875 Sabre Street, #500, Virginia Beach, VA 23452  
Telephone: (757) 306-4920  
Fax: (757) 306-4922
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**
- DOMA Technologies, LLC  
2875 Sabre Street, #500, Virginia Beach, VA 23452  
Telephone: (757) 306-4920  
Fax: (757) 306-4922
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Accepted at and below the micro-purchase threshold.
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable):**  
Not Applicable
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** Not Applicable
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** Refer to Awarded GSA Pricelist
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** Not Applicable
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** Not Applicable
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **Section 508 Compliance for EIT:** As Applicable. For more information, please go to <http://www.domaonline.com>
25. **DUNS NUMBER:** 113657253
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active

## 1. Program Director

**Functional Responsibility:** Serves as the counterpart to the client project/technical manager for intermediate to complex IT or telecommunications-related programs. Manages project support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

**Minimum Education and Experience Requirements:** Bachelor's Degree (with an emphasis in Records Management, Library Science, Business Administration, or Information Management) plus a minimum of 6 years intensive and progressive experience in the design and management of electronic records management systems and applications and/or related IT programs. At least 2 years' experience supervising document management and/or records management projects of at least 8 personnel.

## 2. Project Manager

**Functional Responsibility:** Serves as the counterpart to the client program/technical manager for intermediate to complex IT or telecommunications-related programs. Manages program support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all program support activities. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor program activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

**Minimum Education and Experience Requirements:** Bachelor's Degree (with an emphasis in Records Management, Library Science, Business Administration, or Information Management) plus a minimum of 4 years intensive/progressive experience in the design and management of electronic records management systems/applications or related IT programs. 2 years supervising document management and/or records management projects of at least 5 personnel.

## 3. Senior Subject Matter Expert

**Functional Responsibility:** Provides high-level subject matter expertise for both electronic and paper based document/records management policy, procedures, software and systems described in the IT or system related customer program or task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software and hardware application design and development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Directs the composition or composes and finalizes documentation.

**Minimum Education and Experience Requirements:** Bachelor's Degree (With an emphasis in Records Management, Library Science, Business Administration, or Information Management) plus a minimum of 8 years related experience.

#### **4. Subject Matter Expert**

**Functional Responsibility:** Provides subject matter expertise for both electronic and paper based document/records management policy, procedures, software and systems described in the IT or system related customer program or task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From a document management systems standpoint, participates as needed in all phases of software and hardware application design and development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. Provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Directs the composition or composes and finalizes documentation.

**Minimum Education and Experience Requirements:** Bachelor's Degree (With an emphasis in Records Management, Library Science, Business Administration, or Information Management) plus a minimum of 5 years' experience

#### **5. Senior Systems Engineer**

**Functional Responsibility:** Works from specifications to design, develop or modify complex operating systems applications and/or hardware configurations. Assists with the design, coding, benchmark testing, debugging and documentation of programs. Supports the development of Document Management and Imaging systems and applications dealing with the overall operating system, such as sophisticated file maintenance routines and computer interfaces. Works on most phases of software systems programming applications. Performs a variety of tasks, which are broad in nature and are concerned with the design and implementation of integrated systems, including personnel, hardware, software and support facilities and/or equipment. Works independently. May train subordinate engineers. May be task leader.

**Minimum Education and Experience Requirements:** Bachelor's Degree in engineering or computer science or related field of study, plus 4 years' experience

#### **6. Information Systems Engineer**

**Functional Responsibility:** Works from specifications to develop or modify operating systems applications and/or network/desktop hardware configurations. Assists with design, coding, benchmark testing, debugging and documentation of document management and imaging programs. Supports applications dealing with the overall operating system and file maintenance routines. Supports web based/internet interface and other less complicated software packages. Works on most phases of software programming applications.

**Minimum Education and Experience Requirements:** Bachelor's Degree plus 2 years related experience.

#### **7. Senior Analyst**

**Functional Responsibility:** Performs detailed systems analysis, design, programming, documentation or implementation of large to mid-sized document management and/or imaging systems and applications with customers' existing systems for effective implementation. Studies customer's information/records/document processing procedures/capabilities to improve production or workflow. Prepares workflow charts and diagrams to specify operations to be performed by computers and operations to be performed by personnel working with the electronic document management system. Plans and prepares technical reports, instructional manuals and assists in the documentation of applications development.

**Minimum Education and Experience Requirements:** A Bachelor's Degree or a project-related IT or telecommunications certification, plus 5 years of related experience.

## 8. Mid-Level Analyst

**Functional Responsibility:** May perform systems analysis, design, programming, documentation or Implementation of small to mid-sized systems applications. Confers with supervisors on unusual matters. May review capabilities, workflow, and limitations to determine if requested capability or modification is possible, also studies records/document management workflow processing.

**Minimum Education and Experience Requirements:** A Bachelor's Degree or equivalent, or a project-related IT or telecommunications certification, plus 3 year related experience.

## 9. Analyst

**Functional Responsibility:** Performs varied tasks under minimum supervision, conferring with supervisor on unusual matters. May be assisted by more junior personnel in the analysis, design, programming, documentation or implementation of systems applications. May review capabilities, workflow, and limitations, also studies information-processing. Works under supervision of a Senior Analyst.

**Minimum Education and Experience Requirements:** A Bachelor's Degree or equivalent, or a project-related IT or telecommunications certification, plus 1 year related experience.

## 10. Senior Database Administrator

**Functional Responsibility:** Designs and establishes data files and control procedures for mid to complex systems of networked systems for the document management and/or imaging systems being installed. Responsible for data integrity. May assign passwords and monitors use of resources. Backs up files as required. May produce complex periodic business reports; generate output such as labels, letters, and forms. Responds to frequent management requests for information. Sometimes is the Task Leader or supervisor of junior and/or entry level database administrators.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent and 3 years' experience.

## 11. Quality Assurance/Control Specialist

**Functional Responsibility:** Supports the development and implementation of quality control methodologies to ensure compliance with document imaging/scanning/retention quality assurance

standards, guidelines and procedures IAW Federal and DoD policy and procedures. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle.

**Minimum Education and Experience Requirements:** Associate's Degree or equivalent and 4 year experience.

## **12. Multimedia Training Manager**

**Functional Responsibility:** Manages and is responsible for all operations within the training organization for all customer training requirements as they relate to document management, imaging, and scanning software, systems and applications. Supervises, schedules, plans, develops and performs training courses that are up to date and applicable. Ensures that all training courses are appropriate and effective. Responsible for major training projects with training data of a higher complexity and importance than those normally assigned to lower level trainers. Responsible for development and generation of user manuals, training manuals and other documentation required. Responsible for the coordination of training activities, classroom space is adequate. Ensures that all training materials, media and manuals are provided to students. Responsible for supervising and training subordinate training specialist.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent and 6 years' experience

## **13. Multimedia Training Specialist**

**Functional Responsibility:** Supports efforts associated with scheduling, planning, developing and performing training courses to end users and systems support personnel for all document/records/scanning/indexing system applications. Supports efforts that ensure all training courses are current, appropriate and effective. Performs coordination of training activities including distance learning and online training classes. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are available to students.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent and 3 years' experience.

## **14. Technical Writer**

**Functional Responsibility:** Collect, analyze, and organize information required for technical documentation and for the preparation of manuals, materials, and reports. Reviews existing technical literature, develops descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of finished materials. Develops written technical materials and methodology with regard to information systems and end user requirements. Must have experience in multiple types of word processing systems, and have the capability to develop online technical documentation. May be required to develop output in HTML, PDF, web-based, and other multi-media formats.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent (preferably English,



Literature, or other related discipline) and 2 years of experience writing and editing technical reports and documents.

### 15. Documentation Specialist

**Functional Responsibility:** Responsible for preparing and/or end users documentation, maintenance documentation, systems specifications, procedures and methods, including user reference manuals. Provides or coordinates documentation services as required. Composes and finalizes both functional and IT documentation, including specifications and user manuals, in the style and format required by individual task. Receives initial functional specifications and transform that data into end user documentation. May be required to develop output in HTML, PDF, web-based, and other multi-media formats.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent (preferably English, Literature, or other related discipline) and 3 years of experience writing and editing technical reports and documents.

### 16. Senior WEB/Internet Developer

**Functional Responsibility:** Assigned as a Webmaster for establishing and maintaining WEB Sites and the creation/design of WEB pages in support of ASP Document/Records/Imaging/Scanning software and System Applications. Provides support in software development/engineering, specification development, system design, programming, and testing using software applications including JAVA, JDBC, HTML, PERL, SML, FoxPro, Front Page, Visual Basic, FLASH, C//C++ and other Internetworking protocols/development languages. Manages and configures Web Servers and Web Content Document Management Systems. Also documents, designs, and prepares technical reports, presentations, and briefs as required. Develops customer specific reports and databases for web based ASP requirements.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent and 4 years of experience.

### 17. WEB Internet Developer

**Functional Responsibility:** Assists in the development and maintenance of WEB Sites and the creation/design of WEB pages in support of ASP Document/Records/Imaging/Scanning software and System Applications. Translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve as either stand-alone sites or as the front end to web-based applications. Provides configuration, installation, maintenance, and site policy development. Formulates, defines system scope, prepares specifications, and develops coding, testing, implementation and life-cycle support of customer web sites. Utilizes multiple types of software applications and languages/protocols including: JAVA, JDBC, HTML, PERL, SML, FoxPro, Front Page, Visual Basic, FLASH, C//C++, XML, and PowerBuilder.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent and 1 years of experience.

### 18. Senior Functional Analyst

**Functional Responsibility:** Analyzes end user requirements to determine functional and cross-functional operating requirements for document/records workflow procedures and processes. Conducts functional



distribution to identify specific job tasks and their interrelationships. Develops and maintains DBMS, including designing and analyzing systems, using current operating systems and performs data manipulation. Identifies system requirements for each functional task area. Provides daily supervision and direction to support staff.

**Minimum Education and Experience Requirements:** Six years of current experience directly related to the use of structured analysis; design methodologies, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems and or records management systems. Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related technical discipline.

## **19. Functional Analyst**

**Functional Responsibility:** Participates in the collection and analyzing of organizational requirements and develops functional requirements for systems operations. Provides input for computer software and system design, documentation development/changes, conducts functional testing of specific software applications, and assists in designing interfaces necessary for software modifications. Provides database and system input. Develops reports, charts, presentations, drawings, and provides input for new end user training requirements.

**Minimum Education and Experience Requirements:** Shall have three years extensive hands-on experience in a functional and/or technical position supporting multiple types of operating systems and software applications. Should have experience in developing, testing and/or implementing application software. Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related technical discipline.

## **20. Instructional Designer**

**Functional Responsibility:** Responsible for hands-on development and production of computer based/paper based/web based curriculum/educational/training materials and study guides in accordance with the principals and processes of formal Instructional Systems Design. Task includes developing and following project schedules, composing course designs, outlines, lesson guides, test questions, graphics, student applications and study materials. Performs review of curriculum drafts and curriculum-related documentation for content, consistency, spelling, grammar, punctuation and style.

**Minimum Education and Experience Requirements:** Shall have five years' experience in curriculum development, Education, Technical Writing, Training, or have filled a position as a subject matter specialist in a functional and/or technical position related to the curriculum being developed. Bachelor's Degree in Education, English, Instruction Systems, or a related field.

## **21. Task Supervisor**

**Functional Responsibility:** Responsible for the coordination and supervision of a specific task or function. Ensures all activities are carried out in accordance with project requirements and objectives. Typically supervises between 10 and 30 employees. Responsible for day-to-day coordination and administration of task efforts, quality and productivity. Works closely with project manager and/or customer personnel. Ensures completion of administrative reporting, training, timecards, daily reports, logs and narratives. Sets up and manages project facilities as required by workload requirements.

**Minimum Education and Experience Requirements:** Bachelor's Degree in a related field or equivalent and three to five years of work experience.

## **22. Network Administrator**

**Functional Responsibility:** Designs, installs, and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks, Designs, test, and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure no disruption of mission-critical applications. Designs and maintains fault-tolerant systems and manages systems backups. Generally has supervisory responsibility for subordinate network analyst. May serve as task leader.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent certification and 2 years' experience

## **23. Help Desk Manager**

**Functional Responsibility:** Provides specialized management of help desks in a multi-server environment. Provides detailed knowledge of PC/Desktop operating systems, networks, and mail standards. Assists in information system development and network support in a client/server environment. Works with hardware and software vendors for warranty and non-warranty repair issues. Monitors all help desk activity, reviews daily reports from the HD tracking system and coordinates support and training of end users.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent and 5 years' experience.

## **24. Help Desk Technician**

**Functional Responsibility:** Provides telephone and in-person support to end users in the areas of E-mail, directories, desktop applications, hardware and software issues, and network troubleshooting problems. Serves as the initial point of contact for troubleshooting network applications and hardware, software, and printer problems. Enters data into the help desk software database to identify, escalate, and fix /repair individual support issues.

**Minimum Education and Experience Requirements:** Associates Degree or equivalent and 2 years IT experience.

## **25. Records Supervisor**

**Functional Responsibility:** Supervises the operation of a document/records division of a facility or a unit within a facility. Coordinates the work of records technicians and clerks. Plans and organizes the work of the contractor staff. Investigates problems, determines causes, and designs and conducts task and changes necessary to correct problems and prevent reoccurrence. Makes arrangements for urgently required responses. Coordinates review of materials, pending requests, collection and compilation of reports, and conducts quality reviews.

**Minimum Education and Experience Requirements:** Requires Associates Degree and at least four years working in an office or records management environment.

## 26. Records Analyst 2

**Functional Responsibility:** Responsible for performing analysis and inventory of documents/records in general office, field offices, plants, hospitals, and any remote records centers. Develops retention schedules, incorporates data, prepares records for retention, and ensures consistency in records content. Stores, maintains, researches and retrieves records maintained by an organization in paper, microform and electronic format. Organizes files by category and chronological date and determines disposition. Develops and maintains records management databases as required. Oversees work of junior personnel. Reviews and incorporates regulatory and operational policy and procedures. Recommends media formats and storage requirements of specific records.

**Minimum Education and Experience Requirements:** Requires Associates Degree and at least four years working in a records management program or library environment.

## 27. Testing Specialist

**Functional Responsibility:** Develops test plans, designs test scenarios, develops test programs and documents test results to ensure Electronic Records Management and Scanning/Imaging systems and software perform as designed and required. Develops software QA plans. Develops and maintains processes for evaluating software and associated documentation in a customer's operating environment. Participates in formal and informal reviews throughout the development life cycle. Responsible for developing and integrating testing into the full software development process. Reviews system requirements and functional specifications for early defect detection and develops high level plans as well as detailed test scenarios. Analyzes internal security within software and systems.

**Minimum Education and Experience Requirements:** Bachelor's Degree or equivalent IT Certifications and 4 years of experience.

## 28. Data Technician

**Functional Responsibility:** Provides repository related support functions and customer service functions using existing databases. Performs repository and technical library functions, using reproduction equipment, and performs data entry functions. Classifies, indexes, stores, and circulates documents, books, records, periodicals, papers, microfiche, and technical documentation stored on various electronic media. Performs manual data collection, data entry, word processing, or computer application software to update indices and technical documents. Performs routine cataloging functions. Coordinates lower level Data Entry Operators and assigns data entry task assignments.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent, and three to five years of related office experience.

## 29. Data Entry Operator

**Functional Responsibility:** Performs data entry via on-line data terminal, key-to-tape, PC, key-to-disk, or similar electronic device. Reviews documentation and manual records prior to input and verifies data entered as required. Maintains files, records, and chronologies of entry activities. Produces output of magnetic tape, diskettes, or other media.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent.

### 30. Scanning Supervisor

**Functional Responsibility:** Supervises and directs the scanning and microfilm staff to accomplish records retention requirements. Troubleshoots, performs quality control, ensures quality and delivery schedule compliance, and schedules all scanning efforts. Functions as expert operative on all utilized equipment and processes. Determines scanner and scanner settings based on document type, planned processing, and document characteristics. Performs image, text, and content reviews to confirm loading, quality, and storage requirements of the Document Management System. Trains junior staff personnel.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent and at least four years of related experience.

### 31. Scanning/Microfilm Specialist 1

**Functional Responsibility:** Operates microfilm and scanning equipment to perform efficient storage and retrieval of records, documents, and drawings. Functions as trainee operative on equipment and processes. Prepares internal and external documents including fastener removal, repair of damage, and legibility enhancement. Determines scanner and filming settings based on document type. Store image and text files within the Document Management System file structure and create/update properties to provide client retrieval. Maintains catalogs of materials. Maintains files and storage retention.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent and one to two years of related experience.

### 32. Scanning/Microfilm Specialist 2

**Functional Responsibility:** Operates microfilm and scanning equipment to perform efficient storage and retrieval of records, documents, and drawings. Functions as trainee operative on equipment and processes. Prepares internal and external documents including fastener removal, repair of damage, and legibility enhancement. Determines scanner and filming settings based on document type. Store image and text files within the Document Management System file structure and create/update properties to provide client retrieval. Maintains catalogs of materials. Maintains files and storage retention. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the system. Performs optical character recognition and text correction on documents requiring content-based retrieval. Sets up indexes and print services and assists with training and guidance of less experienced operators.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent and at least three years of related experience.

### 33. Document Control Specialist

**Functional Responsibility:** This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of forms, documents, records as required under set policy's and guidelines. May process and ill request for forms, which includes pulling orders, checking quantity, packaging for shipment and delivering records to users. Creates and updates forms by using computer design software. Assists in the administration of the company's Records Retention Management Program.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent and two to three years of related experience.

#### **34. Warehouse Specialist**

**Functional Responsibility:** Performs a wide range of material handling and warehousing functions including shipping, receiving, stocking, storing, and inventory of materials. Receives material, verifies quantities and counts against shipping documents and invoices. Processes requests for items; pulls and assembles materials for shipping, destruction, or return to customer. Packs materials for shipping. May assist in loading and unloading vehicles. May pick up materials at customer locations and return them to the warehouse facility. Will be required to enter shipping, receiving, inventory, and material inventory data into computer databases.

**Minimum Education and Experience Requirements:** High School Diploma or equivalent and three years of related warehouse experience.

#### **35. Administrative Support Specialist**

**Functional Responsibility:** Provides technical support in general administration using various software packages. Applies general knowledge of standards, concepts, practices, and techniques related to administrative support. Performs a variety of technical support duties for management and customer support. Duties may include preparing end of month contract status/performance reports, maintaining computer based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. May perform or supervise junior personnel in duties related to word processing, data management, project library, document control, document production, technical aide, data entry and computer support.

**Minimum Education and Experience Requirements:** Associate's Degree (or equivalent), PLUS up to 2 year related experience.

#### **36. Outpatient Medical Coder**

**Functional Responsibility:** Responsible for assignment of accurate E&M, ICD-10-CM, CPT, and HCPCS codes, modifiers, and units of service based on medical record documentation; maintains efficiency comments within relevant coding systems on coded medical record encounters to provide statistical data for trending; receives feedback on coding and reviews documentation along with code assignments identified and cites references to support code selections based on the applicable Coding Guidelines, ICD-10-CM and ICD-10-CM Coding books and guidelines, CPT (Current Procedural Terminology) coding books to include CPT Assistant, Coding Clinics, and/or CCE equivalent references.

**Minimum Education and Experience Requirements:** Minimum of two (2) years' experience in an outpatient setting.

**Experience & Degree Substitution Equivalencies for All Labor Categories**

\*Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

| Degree      | Substituted Experience   |
|-------------|--|
| Associate's | 2 years relevant experience  |
| Bachelor's  | Associate's degree + 2 years relevant experience or 4 years relevant experience  |
| Master's    | Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience |
| PhD         | Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or 8 years relevant experience             |

**Office, Imaging and Document Solutions Services and Rates (Applicable to All SINs)**

| SIN                           | GSA SERVICE                          | UNIT OF ISSUE | GSA PRICE (including IFF) |
|-------------------------------|--------------------------------------|---------------|---------------------------|
| 493110RM, 518210DC, 51-600    | Program Director                     | Hour          | \$106.55                  |
| 493110RM, 518210DC 518210ERM  | Project Manager                      | Hour          | \$91.22                   |
| 493110RM, 518210DC 518210ERM  | Senior Subject Matter Expert         | Hour          | \$120.14                  |
| 493110RM, 518210DC, 518210ERM | Subject Matter Expert                | Hour          | \$106.05                  |
| 493110RM, 518210DC 518210ERM  | Senior Systems Engineer              | Hour          | \$92.42                   |
| 493110RM, 518210DC 518210ERM  | Information Systems Engineer         | Hour          | \$74.69                   |
| 493110RM, 518210DC 518210ERM  | Senior Analyst                       | Hour          | \$62.55                   |
| 493110RM, 518210DC 518210ERM  | Mid-Level Analyst                    | Hour          | \$48.40                   |
| 493110RM, 518210DC 518210ERM  | Analyst                              | Hour          | \$39.53                   |
| 493110RM, 518210DC 518210ERM  | Senior Database Administrator        | Hour          | \$67.82                   |
| 493110RM, 518210DC 518210ERM  | Quality Assurance/Control Specialist | Hour          | \$49.28                   |
| 493110RM, 518210DC 518210ERM  | Multimedia Training Manager          | Hour          | \$88.55                   |
| 493110RM, 518210DC 518210ERM  | Multimedia Training Specialist       | Hour          | \$55.66                   |
| 493110RM, 518210DC 518210ERM  | Technical Writer                     | Hour          | \$36.63                   |
| 493110RM, 518210DC 518210ERM  | Documentation Specialist             | Hour          | \$24.41                   |
| 493110RM, 518210DC 518210ERM  | Senior Web/Internet Developer        | Hour          | \$116.64                  |
| 493110RM, 518210DC 518210ERM  | Web/Internet Developer               | Hour          | \$87.77                   |
| 493110RM, 518210DC 518210ERM  | Senior Functional Analyst            | Hour          | \$95.21                   |
| 493110RM, 518210DC 518210ERM  | Functional Analyst**                 | Hour          | \$76.87                   |
| 493110RM, 518210DC 518210ERM  | Instructional Designer               | Hour          | \$84.95                   |
| 493110RM, 518210DC 518210ERM  | Task Supervisor                      | Hour          | \$43.83                   |



| SIN                             | GSA SERVICE                       | UNIT OF ISSUE | GSA PRICE (including IFF) |
|---------------------------------|-----------------------------------|---------------|---------------------------|
| 493110RM, 518210DC<br>518210ERM | Network Administrator             | Hour          | \$73.40                   |
| 493110RM, 518210DC<br>518210ERM | Help Desk Manager                 | Hour          | \$46.80                   |
| 493110RM, 518210DC<br>518210ERM | Help Desk Technician              | Hour          | \$38.05                   |
| 493110RM, 518210ERM             | Records Supervisor                | Hour          | \$66.29                   |
| 493110RM 518210ERM              | Records Analyst 2                 | Hour          | \$59.44                   |
| 493110RM, 518210DC<br>518210ERM | Testing Specialist                | Hour          | \$63.23                   |
| 493110RM, 518210DC<br>518210ERM | Data Technician                   | Hour          | \$26.26                   |
| 493110RM, 518210DC<br>518210ERM | Data Entry Operator**             | Hour          | \$28.34                   |
| 493110RM, 518210DC<br>518210ERM | Scanning Supervisor               | Hour          | \$41.68                   |
| 493110RM, 518210DC<br>518210ERM | Scanning/Microfilm Specialist 1   | Hour          | \$34.25                   |
| 493110RM, 518210DC<br>518210ERM | Scanning/Microfilm Specialist 2   | Hour          | \$37.01                   |
| 493110RM, 518210DC<br>518210ERM | Document Control Specialist       | Hour          | \$34.61                   |
| 493110RM, 518210DC<br>518210ERM | Warehouse Specialist**            | Hour          | \$33.78                   |
| 493110RM, 518210DC<br>518210ERM | Administrative Support Specialist | Hour          | \$32.24                   |
| 518210DC, 518210ERM             | Remote Outpatient Medical Coder   | Hour          | \$39.40                   |

**\*\*SCLS Rate Matrix**

| SCLS Eligible Contract Labor Category | SCLS Equivalent Code – Title | WD Number |
|---------------------------------------|------------------------------|-----------|
| Functional Analyst                    | 01410                        | 2005-2543 |
| Data Entry Operator                   | 01052                        | 2005-2543 |
| Warehouse Specialist                  | 21410                        | 2005-2543 |
| Remote Outpatient Medical Coder       | 01051                        | 2015-4341 |

*The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.*

**DOMA TECHNOLOGIES, LLC**  
**SIN 518210DC: Document Conversion Services**



| Service Name                      | Service Description   | Unit of Issue | GSA Price |
|-----------------------------------|---|---------------|-----------|
| Document Preparation - Level 1    | Removal of documents from boxes and/or unbound file folders. Staple removal (minimal) up to an average of 25 pages or more per staple   | Image         | \$0.01    |
| Document Preparation - Level 2    | Includes Level-1 Document Preparation – plus: Removing documents from 2-post, 3-ring, screw and GBC bindings. Insertion of separator sheets. Unfolding or unrolling; flattening. Staple removal (medium) up to an average of 10 pages or more per staple.   | Image         | \$0.04    |
| Document Preparation - Level 3    | Includes Level 2 Document Preparation – plus: Handling and mounting of post-it notes and/or other nonstandard size paper. Taping or other repair of pages to facilitate scanning. Staple removal (heavy) less than an average of 10 pages per staple. White glove or delicate document handling                           | Image         | \$0.13    |
| Document Preparation - Level 4    | Includes Level 3 Document Preparation – plus: Handling and mounting of post-it notes and/or other nonstandard size paper. Taping or other repair of pages to facilitate scanning. Removing drawings from difficult hangar clamps (e.g. screw or rivet). Staple removal (heavy). White glove or delicate document handling | Image         | \$0.18    |
| Document Reconstruction - Level 1 | Reassembly of documents to their original order within a folder   | Image         | \$0.01    |
| Document Reconstruction - Level 2 | Includes Level-1 Document Reconstruction – plus: Re-stapling or clipping an average of 25 pages or more per staple or clip.   | Image         | \$0.04    |
| Document Reconstruction - Level 3 | Includes Level-2 Document Reconstruction – plus: Re-stapling or clipping an average of 10 pages or more per staple or clip. Replacing pages to post bindings (given equally aligned holes for all pages). Replacing pages to ring binders (given equally aligned holes for all pages).                                    | Image         | \$0.13    |
| Document Reconstruction - Level 4 | Includes Level-3 Document Reconstruction – plus: Re-stapling or clipping less than an average of 10 pages per staple or clip. Removal of separator sheets prior to reassembly. Replacing pages to post, ring, GBC, screw bindings (including inconsistently aligned holes). White glove or delicate document handling     | Image         | \$0.18    |
| Book Cutting                      | Soft bound / perfect bound books or bound documents up to 200 physical pages. No staple or alternate fastener removal. Book has a reasonable gutter to allow for cutting without jeopardizing printed material. Books do not require delicate or special handling   | Book          | \$2.33    |
| Scanning - Level 1                | 100+ pages per document on average and never stapled, no damage, bond paper, auto document feeder.  | Image         | \$0.04    |
| Scanning - Level 2                | 100+ pages per document on average, bond paper, auto document feeder  | Image         | \$0.09    |
| Scanning - Level 3                | 51-99 pages per document on average and/or intermixed paper types, auto document feeder   | Image         | \$0.13    |
| Scanning - Level 4                | 26-50 pages per document on average and/or intermixed paper types, most pages auto document feeder  | Image         | \$0.16    |
| Scanning - Level 5                | 11-25 pages per document on average and/or intermixed paper types, most pages auto document feeder  | Image         | \$0.20    |

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| Service Name  | Service Description   | Unit of Issue | GSA Price |
|---|---|---------------|-----------|
| Scanning - Level 6, Grayscale                                 | 1-10 pages per document on average and/or intermixed paper types, most pages auto document feeder   | Image         | \$0.24    |
| Scanning - Level 7, Manual Scan Bi-tonals or Grayscale        | Grayscale documents are scanned entirely as grayscale; manual scan or auto document feeder  | Image         | \$0.38    |
| Scanning - Level 8, Manual Scan Color                         | Color documents are scanned entirely as color; manual scan or auto document feeder  | Image         | \$0.44    |
| Engineering Drawings/Large Format Scanning - 200dpi, bi-tonal | Pricing is based upon: Images output to TIFF Group IV file format. Standard page sizes: ANSI C through ANSI E and ARCH B through ARCH E; other size paper scanning is available. Based on bi-tonal (1-bit) scanning of the consistently sized paper. Drawings requiring special handling may be priced on an hourly basis. Special handling may be required for records in poor condition (i.e., brittle, flaking, torn, frayed, stained, or previously repaired) or if the text and graphics are very dark, very light, or a combination of both. A Page Unit = 8.5" x 11" or portion thereof. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability) | Pg. Unit      | \$0.26    |
| Engineering Drawings/Large Format Scanning - 300dpi, bi-tonal | Pricing is based upon: Images output to TIFF Group IV file format. Standard page sizes: ANSI C through ANSI E and ARCH B through ARCH E; other size paper scanning is available. Based on bi-tonal (1-bit) scanning of the consistently sized paper. Drawings requiring special handling may be priced on an hourly basis. Special handling may be required for records in poor condition (i.e., brittle, flaking, torn, frayed, stained, or previously repaired) or if the text and graphics are very dark, very light, or a combination of both. A Page Unit = 8.5" x 11" or portion thereof. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability) | Pg. Unit      | \$0.29    |
| Engineering Drawings/Large Format Scanning- 400dpi, bi-tonal  | Pricing is based upon: Images output to TIFF Group IV file format. Standard page sizes: ANSI C through ANSI E and ARCH B through ARCH E; other size paper scanning is available. Based on bi-tonal (1-bit) scanning of the consistently sized paper. Drawings requiring special handling may be priced on an hourly basis. Special handling may be required for records in poor condition (i.e., brittle, flaking, torn, frayed, stained, or previously repaired) or if the text and graphics are very dark, very light, or a combination of both. A Page Unit = 8.5" x 11" or portion thereof. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability) | Pg. Unit      | \$0.37    |

| Service Name  | Service Description   | Unit of Issue | GSA Price |
|---|---|---------------|-----------|
| Engineering Drawings/Large Format Scanning - 600dpi, bi-tonal | Pricing is based upon: Images output to TIFF Group IV file format. Standard page sizes: ANSI C through ANSI E and ARCH B through ARCH E; other size paper scanning is available. Based on bi-tonal (1-bit) scanning of the consistently sized paper. Drawings requiring special handling may be priced on an hourly basis. Special handling may be required for records in poor condition (i.e., brittle, flaking, torn, frayed, stained, or previously repaired) or if the text and graphics are very dark, very light, or a combination of both. A Page Unit = 8.5" x 11" or portion thereof. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability) | Pg. Unit      | \$0.44    |
| File Naming   | Each file name is auto-generated creating sequential alpha-numeric file names in 8.3 format, or: Each file name is machine-readable and is in the same location on the first page, or: Each file name is captured from a document separator sheet, barcode or another acceptable format   | Doc.          | \$0.01    |
| Indexing - Level 1  | Up to an average of 8 Alphanumeric Characters   | Doc.          | \$0.07    |
| Indexing - Level 2  | Up to an average of 20 Alphanumeric Characters  | Doc.          | \$0.22    |
| Indexing - Level 3  | Up to an average of 30 Alphanumeric Characters  | Doc.          | \$0.44    |
| Indexing - Level 4  | Up to an average of 50 Alphanumeric Characters  | Doc.          | \$0.88    |
| Indexing - Level 5  | Up to an average of 40 Alphanumeric Characters  | Doc.          | \$1.05    |
| Conversion - Level 1  | PDF Image-Only. Created from scanned or existing image files. The resulting PDF file contains an image of each page.  | Image         | \$0.02    |
| Conversion - Level 2  | PDF/A-1b or PDF Searchable Image Exact/Compact (also known as PDF Image Plus Text): Created from scanned or existing image files. Optical Character Recognition is performed. The resulting PDF file contains an image of each page, plus a hidden or visible text layer that can be searched, copied, or accessed by records management systems  | Image         | \$0.02    |
| OCR Conversion  | OCR (Optical Character Recognition): Processing page images containing text. Output to ASCII text or word processing file formats. Output consists of raw OCR text without any further processing.  | Image         | \$0.05    |
| Quality Control - Level 1                                     | 10% random post process inspection of output, provided for all image and data services. Must be performed in conjunction with paid services.  | Image         | \$0.01    |
| Quality Control - Level 2                                     | 100% post process inspection of output.   | Image         | \$0.13    |

| Service Name   | Service Description  | Unit of Issue | GSA Price |
|--|--|---------------|-----------|
| Microfilm Scanning - 16mm - 200dpi or 300dpi                   | Pricing is based upon: Film that is in good to excellent condition. Single image per frame with consistent frame separation. Roll microfilm scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to TIFF Group IV file format, bi-tonal or grayscale bit depth. Film is scanned in a semi-attended mode based on optimal scanner settings. If the original material is compatible, Images will be auto-cropped to eliminate excess over-scan or to copy board. If desired. If the original material is compatible, automated image enhancements may be performed if desired. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability). | Image         | \$0.03    |
| Microfilm Scanning - 35mm - 200dpi or 300dpi                   | Pricing is based upon: Film that is in good to excellent condition. Single image per frame with consistent frame separation. Roll microfilm scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to TIFF Group IV file format, bi-tonal or grayscale bit depth. Film is scanned in a semi-attended mode based on optimal scanner settings. If the original material is compatible, Images will be auto-cropped to eliminate excess over-scan or to copy board. If desired. If the original material is compatible, automated image enhancements may be performed if desired. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability). | Image         | \$0.05    |
| Microfiche Scanning - COM - 200dpi or 300dpi                   | Pricing is based upon: Microfiche is in good to excellent condition. Single image per frame with consistent frame separation. Microfiche contain images of at least ¾ capacity of each fiche, on average, across the collection. Scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to TIFF Group IV file format. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability)   | Image         | \$0.04    |
| Microfiche Scanning - AB Dick/Step & Repeat - 200dpi or 300dpi | Pricing is based upon: Microfiche is in good to excellent condition. Single image per frame with consistent frame separation. Microfiche contain images of at least ¾ capacity of each fiche, on average, across the collection. Scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to TIFF Group IV file format. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability)   | Image         | \$0.05    |
| Microfiche Scanning - Standard Jacketed - 200dpi or 300dpi     | Pricing is based upon: Microfiche is in good to excellent condition. Single image per frame with consistent frame separation. Microfiche contain images of at least ¾ capacity of each fiche, on average, across the collection. Scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to TIFF Group IV file format. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability)   | Image         | \$0.06    |
| Aperture Card Scanning - 200dpi or 300dpi                      | Pricing is based upon: Aperture cards are in good to excellent condition. Scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to TIFF Group IV file format. Hollerith Data from each card will be captured during the scanning process. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability).   | Image         | \$0.04    |

**DOMA TECHNOLOGIES, LLC**  
**SIN 518210DC: Document Conversion Services**



| Service Name   | Service Description  | Unit of Issue | GSA Price |
|--|--|---------------|-----------|
| Transparency Scanning - 35mm slides/film strips, 300dpi, Color | Pricing is based upon: Media is in good to excellent condition. Scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to JPEG file format. Slide scanning of slides in slide boxes. 35mm film strip scanning of strips containing 6 frames per strip. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability).   | Image         | \$0.92    |
| Transparency Scanning - up to 8"X 10", 300dpi, Color           | Pricing is based upon: Media is in good to excellent condition. Scanned at a resolution up to 300 pixels per inch resultant resolution. Images will be output to JPEG file format. Slide scanning of slides in slide boxes. 35mm film strip scanning of strips containing 6 frames per strip. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability).   | Image         | \$2.76    |
| X-Ray Scanning - 200dpi or 300dpi, Grayscale                   | Pricing is based upon: Media is in good to excellent condition. Scanned at a resolution up to 300 pixels per inch. Media sizes up to 10" X 12". Images will be output to JPEG file format. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability).  | Image         | \$3.22    |
| Archival Scanning, non-fragile, 300dpi, Color                  | Pricing is based upon: Media is in good to excellent condition. Scanned at a resolution up to 300 pixels per inch. Media sizes up to 10" X 12". Images will be output to JPEG file format. Books have a clean gutter, binding is intact, double sided pages. Books have a reasonable gutter to allow opening to 180° without page or binding integrity. A continuous flow of documents (Scanning operations shall not be slowed due to lack of document availability). Automated image enhancements are available, if desired.   | Image         | \$0.92    |
| Bates Numbering, Electronic                                    | Electronically Bates Number all softcopy page images following industry standard rules for evidence when applying Bates Numbers. The electronic Bates numbering scheme shall follow these general guidelines: Bates Number Location: In the footer of the document at the lower-right corner (not covering any text on each document) placed 0.25 inches to 0.5 inches from the bottom of the page. Bates Number Font: Arial Font, Regular (not Bold), 10 points in size. Bates Numbering Schema: Prefix_999999. Customer shall provide a prefix, if desired. Number of digits for the Bates Number will be no less than 6 digits, beginning with 000001. Numbering will be sequential, in increments of one (1), from the first page of the first processed document to the last page of the last processed document. | Image         | \$0.01    |
| ASCII delimited load file and/or Image Output                  | Data (Entities) can be exported by the customer to csv format. Standard exports for files (Documents) includes exporting files in their existing format to either encrypted portable drives or SFTP for customer download. Metadata is provided in the filename and/or folder structure. Cost of encrypted drives and shipping is priced separately. No drive or shipping required if transfer is via SFTP.  | GB            | \$13.80   |
| Secure Document Shredding, 1.2 cu ft. box                      | Standard box dimensions; 14¾" x 12" x9½". A certificate of destruction is provided, noting the destruction date for all materials. Performed on-site at DOMA facility  | Box           | \$5.52    |

## **Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions**

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

DOMA Technologies, LLC  
2875 Sabre Street, Suite 500  
Virginia Beach, Virginia 23452

### **Proposed Elements of Electronic Records Management Services:**

[Select all that apply]

- ☐ Element 1 - Desktop Applications
- ☒ Element 2 - Electronic Messages
- ☐ Element 3 - Social Media
- ☒ Element 4 - Cloud Services
- ☒ Element 5 - Websites
- ☒ Element 6 - Digital Media (Photo)
- ☐ Element 7 - Digital Media (Audio)
- ☐ Element 8 - Digital Media (Video)
- ☒ Element 9 - Databases
- ☐ Element 10 - Shared Drives
- ☒ Element 11 - Engineering Drawings

**DOMA Technologies LLC**, hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

  
Offeror (To be signed only by **authorized principal**, with authority to bind the undersigned contractor)

J. Wayne DeAtley  
Name (Printed)

Chief Operating Officer  
Title

3/26/2018  
Date